Process Overview:

1. **Locate the Form in the Process View (Evaluators Only)**

After highlighting the target educator in the top portion of the Process View, you will see his/her **Evaluation Profile** in the bottom portion of the Process View. The **Professional Foundations Scoring Form** can be found within the **End-of-Year** component. Click the Complete Form icon to launch and submit the form.

Note: Teachers will access their own Professional Foundations Rating Report from the "My Evaluation Cycle" page/tab. Once submitted, the form will be visible in both the left-side navigation menu (under the heading "Educator Info"), as well as in the tabbed task list at the bottom of the page.

2. Complete the Form

1. Evidence from the Mid-Year Conference form will prepopulate on the scoring form. Additional evidence can be entered in the box titled- *Additional Scoring Evidence for Professional Foundations*. Professional Foundations artifacts that have been uploaded by the educator will have a live link.
2. Using the clickable rubric score all Domains of Professional Foundations for the educator.
3. You may add optional comments in the Professionals Foundations Feedback box.
4. Click **Submit**. (Alternatively, to save the form so you can finish at another time, click **Save**.) By clicking **Submit**, the teacher will now be able to access the form from their "My Evaluation Cycle" page.
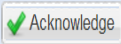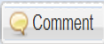
3. Form Acknowledgement

As per Form Settings, this form requires acknowledgement by the educator. That means he/she will receive an email notification once this form has been submitted. After receiving this email, the Evaluatee should log in to EPSS, review the form, and click the **Acknowledge** button at the bottom of the form so it can then be finalized by the Evaluator. This is also an opportunity for the Evaluatee to **Comment** on the form.

4. **Finalize the Form** (To be completed by the primary Evaluator):

The Finalize Element function is found in the **Evaluation Profile** of the Evaluator's **Process View.**

1. From the user's **Evaluation Profile,** expand components to locate the form in question.

2. Click the Finalize (thumbs up) icon to the right of the Schedule icon.
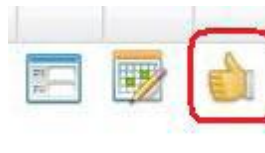
3. **Select:**

- "Finalize the element" and click Submit on the pop-up window to immediately finalize the form.

  OR

- "Route to Administrator" and click Submit in cases where another evaluator needs to review and finalize the form.

NOTE: Check the Notify User box, if you wish to send an email to the educator indicating the form has been finalized or routed to another evaluator to finalize.